

SKADDEN FELLOWSHIP APPLICATION ADDITIONAL DOCUMENTS

Below is guidance for applicants submitting documents. All documents should be in PDF format and named according to the instructions below. No single document should be larger than 10MB.

1. Resume:

Feel free to provide one that is more than one page long. We are looking to learn who you are and see whether you've demonstrated a commitment to work in the service of others, particularly vulnerable populations. Please ensure there are no significant gaps in your resume.

Label as [Your Last Name]-[Your First Name]_Resume.pdf

2. Law school transcript:

The transcript may be official or unofficial, as long as it is legible. If you are in a joint degree program, please include your transcript for both programs. Only submit your transcripts (~1-2 pages are standard).

Label as [Your Last Name]-[Your First Name]_Transcript.pdf

3. Letter of support from potential host organization addressed to the Skadden Foundation:

This letter is not word-limited and should address the following topics:

- (a) A commitment to host you for your Fellowship, including providing adequate supervision and any resources necessary to complete your work.
- (b) Information about the organization and its clients.
- (c) The organization's, and your proposed supervisor's, track record in meeting the needs of its clients and supervising beginning attorneys.
- (d) A description of your project, its significance and its fit within the organization's work.
- (e) Additional insight regarding your qualifications.

Label as [Your Last Name]-[Your First Name]_SupportLetter.pdf

4. Two letters of recommendation addressed to the Skadden Foundation:

- (a) One by a former supervisor or employer. Preferably, this letter will be written by a lawyer who has overseen your legal work. If you wish for your host organization to write this recommendation based on your prior work for that organization, then

the organization must submit two letters (their host commitment letter and a recommendation letter).

- (b) One by a law school professor and/or a faculty member (either academic or clinical).

Please note: In order to streamline the application process, the Foundation requires that host organization letters of support and letters of recommendation to be submitted via the online form. Applicants are responsible for obtaining and uploading these letters as part of their application.

If your academic recommender requests to submit confidentially, they may email the letter as a PDF file to Skadden.Foundation@skadden.com before the application deadline, listing the full name of the applicant in the email subject and the title of the PDF file. Word documents will not be accepted. Supervisor letters of recommendation **must** be uploaded by the applicant to the online form.

Label as [Your Last Name]-[Your First Name]_SupervisorRec.pdf and [Your Last Name]-[Your First Name]_AcademicRec.pdf respectively.

5. Two signed certifications:

Please note: Each field must be filled and cannot be left blank, one each signed by:

- (a) the applicant ([LINK](#) to file)

Label as [Your Last Name]-[Your First Name]_ApplicantCertification.pdf and

- (b) the host organization ([LINK](#) to file)

Label as [Your Last Name]-[Your First Name]_HostCertification.pdf

6. Optional:

You may attach additional materials that relate directly to your project (max. 10 pages). Do not include lengthy or numerous attachments. Additional materials may include, but are not limited to:

- A recent, local article that specifically discusses the needs of your client population.
- Coalition support letter(s) from organization(s) that you are likely to partner/work closely with during your Fellowship. A coalition letter should be brief and outline who the organization serves and what it does for its clients, why there is a need for the project you are proposing and how it plans to work with you. The purpose of coalition letters is not merely to endorse the importance of your proposed project, but mainly to outline any planned coalition relationship.

Label as [Your Last Name]-[Your First Name]_[Title of Document].pdf